

Griswold CSD      Griswold Community EA

7/1/2006    6/30/2007

Comprehensive Agreement

Between the

Griswold Community School District #4

and the

Griswold Community Education Association

2006 - 2007

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## Article I. Rights

### *A. Management:*

It is expressly understood and agreed that all functions, rights, and powers, or authority granted to or inhering in the administration of the school district by law are retained by the Board; however, the Board shall not exercise its rights so as to violate any of the specific provisions of this agreement.

### *B. Employee:*

The Board agrees that it shall not discriminate against any employee with respect to hours, wages, or terms and conditions of employment due to membership in the GCEA, participation in professional negotiations with the Board, or institution of any grievance with respect to the terms of this contract.

## Article II. Recognition

### A. Unit:

The Board hereby recognizes the Griswold Community Education Association as the certified exclusive and sole bargaining representative for all personnel specifically set forth in the PERB certification instrument (Case 466) issued by the PERB on the 23rd day of October, 1975.

### B Definitions:

1. The term of "Board or Employer" as used in this Agreement are synonymous and shall mean the Board of Education of the Griswold Community School District #4 or its duly authorized representatives.
2. The term "employee" as used in this Agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association", as used in this Agreement, shall mean Griswold Community Education Association or its duly authorized representative agents.

### Article III. Grievance Procedure

- A. Any claim by a teacher(s) or the Association, that there has been an alleged violation of any provision of this contractual agreement may be processed as a grievance as hereinafter provided.
- B. In the event that the teacher believes that there is a basis for a grievance, he/she shall first discuss the alleged grievance with the building principal in a scheduled meeting within ten (10) school days after the alleged violation occurred.
- C. If, as a result of the informal discussion with the building principal, a grievance still exists, the following formal grievance procedure may be invoked by the teacher or the teacher and Association member through the form set forth in Schedule I, signed by the grievant, which form shall be available from the Association representative in each building.

*Step 1: The grievant shall submit to the building principal a copy of the written grievance form, within ten (10) school days after the alleged violation occurred. Within ten (10) school days of receipt of the formal written grievance, the building principal shall endeavor to meet with the grievant. The building principal shall indicate the disposition of the grievance in writing within ten (10) school days after such meeting and shall furnish a copy thereof to the grievant.*

*Step 2: If the grievant is not satisfied with the disposition of the grievance, or if the grievance involves more than one school building, the grievance shall be submitted, in writing, to the Superintendent, within five (5) school days of the building principal's decision. Within five (5) school days of the receipt of the written grievance, the Superintendent or his/her designee shall meet with the grievant. Such meetings will be scheduled outside the grievant's working day. The Superintendent shall indicate the disposition of the grievance in writing within ten (10) school days after such meeting and shall furnish a copy thereof to the grievant.*

*Step 3: If the grievant is not satisfied with the disposition of the grievance, by the Superintendent or his/her designee, the grievance shall be submitted to the Association, who shall determine if the grievance has merit, and then to arbitration before an impartial arbitrator. Such submission shall be in writing and filed with the Superintendent or his/her designee within ten (10) school days after the written disposition of step 2. If the parties cannot agree to the arbitrator within five (5) school days from the notification date that arbitration will be pursued, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of three arbitrators, and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the first right to remove a name shall do it within two (2) school days after the receipt of the list. The other party shall have two (2) additional days to remove one of the remaining two names. The person whose name remains shall be the arbitrator. Arbitration sessions involving teaching staff members shall be conducted outside the teacher's working day. Both parties agree the award of the arbitrator shall be final and binding. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. The arbitrator's authority shall be limited to deciding only the issues presented at hearing and the decision must be based upon the arbitrator's interpretation of the meaning or application of the express relevant language of the agreement. The Griswold Community School District #4 and the Association shall pay their respective preparation fees and expenses but shall share equally the fees and expenses of the arbitration.*

- D. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, or representative, for any reason of participation.
- E. In the event that a grievance is filed at such a time that it cannot be processed through all steps in the grievance procedure by the end of school year, then the time limit set forth can be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year, or as soon as possible thereafter.

## Article IV. Dues Checkoff

The Griswold Community School District #4 will deduct from September to May the regular monthly Association dues of its employees and remit said monies to an official designated by the Association to receive dues payment. The Association agrees to hold the Board and its agents and representatives harmless from any damages, expenses, claims or costs incurred by reason of the Board's honoring any provision of this article.

## Article V. Supplemental Pay

### A. *Extra-Curricular Activities:*

1. *Approved Activities.* The Board and the Association agree that the extra-curricular activities listed in Schedule 3 are official school-sponsored activities covered by school insurance.
2. *Rates of Pay.* Employees who, by their individual agreements, have agreed to participate in such activities shall be compensated according to the rate of pay or other stipulations in Schedule 3.

### B. *Expenses of Traveling Employees:*

1. An employee who is requested to use his/her own automobile in the performance of his/her duties shall be reimbursed for all such travel at the rate equal to the maximum allowed by the Federal Internal Revenue Service. All travel must have the prior approval of an administrator.



## Article VI. Insurance

### A. Types:

The Board agrees to provide the following insurance protection.

1. *Health:* Each employee and his/her immediate family members shall be covered by a health insurance program with the Board paying \$285.86 per month or the premium, whichever is less (pro-rated for part time teachers). If the employee chooses plan C (High Deductible Health Plan), then the balance of plan B premium will go to a Health Saving Account. Any administrative fees will be deducted from the HSA. No employee will receive in lieu of monthly insurance premium pay of the whole or any part of the \$285.86 monthly health insurance premium.
2. *Life Insurance.* Each employee shall be covered by a \$10,000 term life insurance program paid by the Board.
3. *Worker's Compensation.* Each employee shall be covered by Worker's Compensation paid for by the Board. Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave. The Board shall pay to such employee the difference between his/her salary and benefits received under worker's compensation for the duration of the employee's signed contract(s) and all fringe benefits shall continue to remain in effect.
4. *School Liability.* All employees shall be covered by a school financed insurance covering performance of duties in the course of the employee's employment.
5. *Long Term Disability Insurance* shall be provided for those eligible under the group. Pro-rata coverage shall be applied to part-time employees eligible for coverage.

### B. Coverage:

The Board-provided insurance programs shall be for twelve (12) consecutive months (beginning September 1, 2005 and ending August 30, 2006). Employees new to the district shall be covered by Board-provided insurance beginning with the employees first work day of the contractual agreement.

### C. Descriptions:

The Board shall request the health insurance company with which coverage is obtained to provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a description of conditions and limits of coverage and to keep available with the office of the Superintendent the form of applications.

## Article VII. Sick Leave

### A. *Accumulative Benefits:*

All employees shall be accorded sick leave as follows:

Days allowed:

First Year	12 days
Second Year	13 days
Third Year	14 days
Fourth Year	15 days
Fifth Year	16 days
Sixth Year	17 days (and each year thereafter)

Unused days of sick leave are cumulative to a maximum of one hundred and thirty (130) days. Total sick leave days allowed any employee in a given year shall not exceed 130 days.

An employee asking for more than one hour from his/her teaching duty will be charged 1/2 day of sick leave.

An employee asking for less than one hour for medical reasons will have this recorded in the principal's office. Three such recordings will constitute 1/2 day sick leave. This must always have the approval of the principal.

### B. *Pregnancy Policy:*

1. In the case of pregnancy, a medical doctor's statement as to the commencement of the leave and the termination of such leave may be required.

## Article VIII. Leaves of Absence

### A. *Paid Leave:*

Employees shall be entitled to the following leaves of absence with full pay each school year. Such leaves shall be in addition to sick leave.

1. *Jury Duty:* Any employee called for jury duty during school hours shall immediately notify his/her principal and be provided such time. Any fees or remuneration (except mileage) which the employee received during such leave shall be turned over to the Griswold Community School District #4.
2. *Personal Leave:* Two (2) days per year (non-accumulative) may be granted with administrative approval for the employee's personal business. All requests for personal leave must be filed with the superintendent or designee at least one week in advance of the date requested, except in extenuating circumstances. This leave is not to be used the day immediately before or the day immediately after vacations and/or holidays, unless the person applies four weeks prior to the desired date. Only one person per building may use this leave on the same day and leave used in this fashion shall constitute all the personal leave available for the year for that person. Persons using a day of personal leave on days before or after a holiday or vacation have only one (1) day of personal leave per year. Only one (1) day of personal leave may be used during the last twenty (20) working days of the school year. Personal leave can only be used in one-half (1/2) day or full day increments. When an employee has a child who qualifies for a Griswold state event and, the employee has used all personal days, the employee may take personal leave day, paying the sub cost, FICA and IPERS.
3. *Family Illness:* A total of seven (7) days per year may be taken for illness in the employee's immediate family, which is restricted to the employee's spouse, parent and/or children. Medical evidence of family illness may be required by the superintendent to substantiate the absence. It shall not be permitted to use said leave for any other purposes except the care of the employee's spouse, parent and/or children. Unused days of family illness are cumulative to a maximum of nine days. Total family illness days allowed any employee in a given year shall not exceed nine days.
4. *Bereavement Leave:* In the case of the death of the spouse, child, father, mother, sibling, or corresponding in-law of an employee of the GCS, the employee shall be granted permission to be absent from duty by the superintendent for as many days, not to exceed five (5), as may be necessary for purposes directly arising from the death but shall not be permitted to use said leave for any other purposes. In the event of the death of a grandparent or corresponding in-law an absence of up to three (3) days shall be allowed and any other relative, an absence of one (1) day shall be allowed without loss of pay for attendance at the funeral. An employee will be allowed a total of one-half (1/2) day per year to attend the funeral of a non-relative without loss of pay within the district or a full day outside the district.
5. *Professional Leave:* Attending a meeting assigned by the Administration to improve your knowledge and/or ability is considered professional leave. The Administration will have complete control over the number of days assigned. A substitute stipend may be paid to a certified employee who attends a weekend or evening conference or meeting rather than taking their class time for said meetings. Employees granted this stipend will receive regular substitute teacher

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(Article VII. Leaves of Absence continued)

rate for attendance and turn in time on a substitute teacher form. Varsity head coaches and varsity assistant coaches may take one (1) day of professional leave to attend the state tournament of that sport.

6. *Association Business Leave:* At the beginning of each school year the Board will credit the Association with six (6) days of paid leave for transaction of Association business, to attend conference, conventions, and for other activities of the local, state and national affiliated organizations. The Association shall provide advance notice of when those leave days will be used and who will use them. The GCEA shall reimburse the school district for substitute costs.
7. *Interschool Leave:* An employee who is a grandparent, parent, or departmental colleague may attend activities of his/her children/grandchildren or departmental colleagues. Arrangements should be made with the building principal. (e.g. National Honor Society induction, Elem. Christmas concerts.)
8. An employee who goes on a school sponsored overnight trip as a "parent", shall use both personal days and the remaining days would be considered professional. The administrator has complete discretion of the number of employees able to go from each building. This decision will be made before the first payment of the trip. An example would be the Junior/Senior Washington D. C. trip.

*B. Notification of Absence:*

The administration shall provide each employee with the telephone number to be utilized by the employee for notification of absence from work. Such notice of absence should be reported by 6:30 a.m. on the day of the absence in order to ensure substitute coverage.

*C. Unpaid Leave:*

Employees shall be entitled to the following leave of absence without pay.

1. *Sabbatical.* One employee (K-5) and one employee (6-12) may request one year of unpaid sabbatical leave. The employee plan or proposal must be approved by the building principal and the superintendent and is contingent upon the district finding a suitable replacement. It is the sole and exclusive right of the administration to allow or deny this leave. A year of seniority is neither gained nor lost following the use of this unpaid leave.

## Article IX. Employee Work Year

### A. *In-School Work Year:*

1. *Regular Contract.* The in-school year for employees contracted (other than new personnel who may be required to attend an additional five (5) days of orientation at no extra compensation) shall not exceed one hundred ninety (190) days.
2. *Definition of In-School Work Year.* The in-school work year shall include regularly scheduled days pursuant to the school calendar on which employee attendance is required.
3. *Non-Attendance.* Employee attendance shall not be required whenever the entire school is closed due to inclement weather or other emergency closing.

### B. *Holidays:*

The regular and extended contract of employees shall include five (5) holidays for which salary will not be deducted. Such holidays shall include Memorial Day, Labor Day, Thanksgiving, Christmas, and New Year's Day. No employee shall be required to perform duties on any of these holidays.

## Article X: Employee Hours and Load

### A. *Workday:*

1. *Length of the Day.* The workday shall consist of not more than eight hours.
2. *Arrival and Dismissal Time.* The Board and administration shall establish the start and finish time of each work day. On Fridays and final day before a vacation, employees will be dismissed ten (10) minutes after bus departure. Teachers receiving approval from the administration may arrive late or leave early without penalty. Teachers arriving late or leaving early without administrative approval should be dealt with severely.
3. *College Credit Classes.* If, to attend college credit classes, an employee should leave before the regular dismissal time prior approval from the Administration is required.

### B. *Lunch Periods:*

1. Employees shall have a daily lunch period of 22 minutes. Teachers may be assigned lunchroom supervision during this time.
2. Employees may leave the building without permission, if not assigned supervision, during their lunch period.

### C. *Faculty Meetings:*

Faculty meetings shall start before the end of the regularly scheduled workday and shall not extend more than one (1) hour beyond the end of the workday. Except in case of emergencies or circumstances beyond the control of the principal or superintendent, meetings shall not be called on Friday afternoons, or any afternoon preceding a holiday or other day upon which teacher attendance is not required at school if the meeting would extend beyond the school day. Employees shall have the opportunity to suggest items for the agenda.

### D. *Preparation Time:*

Classroom employees shall, in addition to their lunch period, have a daily preparation time as arranged by the principal of not less than forty (40) minutes.

## Article XI. Reduction or Realignment of Staff

### A. Coverage:

All employees under this Agreement.

### B. Definition of Seniority:

Seniority shall be defined as an employee's length of continuous service within the district since the employee's last date of hire. Part-time employees shall accrue seniority on a pro rate basis.

### C. Staff Reduction:

The Board of Education shall determine when a reduction in staff is necessary.

1. When reduction in staff is necessary layoffs shall be effected within the following groups: K-5, 6-12 and special certification.
2. Employees in the above groups and departments will be laid off in the following order: (1) attrition when administratively feasible; (2) appropriate certification to maintain district academic program continuity; (3) has not been on the GCSD Tier 3 Intensive Assistance Program two or more times in the last five years, and (4) seniority.

### D. Notification:

When notification of Consideration of Termination or Termination is being hand delivered to an employee, it shall not be delivered before 3:30 p.m. if the date of delivery is a work day.

### E. Recall Rights:

1. An employee laid off pursuant to the policy shall have recall rights to any position for which he or she is qualified, provided he or she has taught in the District at any time during the previous five years in the department or area in which the vacancy has occurred. Employees shall have recall rights for a period of one (1) year from the effective date of the employee's layoff. The effective date of layoff is June 20th of the effected employees' contract year. Employees who are offered recall shall have only one opportunity to accept or reject a job offer by the Board.
2. Any recalled employee shall, upon return, receive the same benefits then in effect and will be placed on the salary schedule allowing full credit for past teaching experience using the current salary schedule.

An employee on recall shall not accrue any sick leave benefits or experience on the salary schedule. Any employee who is employed by a teaching contract to another district during the recall period shall forfeit all recall rights and benefits.

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3. Notice of recall will be given by certified mail to the last address given to the Board by the employee. A copy of said notice of recall will be given to the Association. If an employee fails to respond within ten (10) days after receipt of the above notice of recall, the employee will be deemed to have refused the position offered.

*F. Resignations and Termination:*

Should a layoff occur, any employee who does not want to voluntarily move to another position which may be offered by the Board may accept a layoff and shall be accorded the recall rights provided by this policy unless specifically waived in writing.

*G. Resignations:*

Voluntary resignations of employees shall be made before the due date of contracts. For employees who wish to be released from their contract after this date, the following regulations will apply:

1. A suitable replacement must be hired.
2. After June 15, all costs for advertising will be deducted from the employee's last paycheck.
3. After August 1, a penalty of \$250.00 shall be assessed and all costs of advertising.



## Article XII. Health Provision

### A. *Physical Fitness - New Employees:*

All new employees are required to provide satisfactory evidence to the superintendent of physical fitness to perform duties assigned and freedom from communicable disease prior to reporting for duty. The Board may require subsequent examination and select the physician and the Board shall pay the cost of such examination. Each new employee shall be advised in writing of the physical fitness requirement at the time of employment.

### B. *Physical Fitness - Continuing Employees:*

The Board of Education will determine the form for the reporting of the physical examinations. Bus drivers will have a physical examination every two (2) years with the Board paying \$70.00 or the cost of the physical, whichever is less. If further examinations are required by the Board, the Board shall select the physician and pay all costs.

### C. *Protection of Employees:*

1. *Unsafe and Hazardous Conditions.* Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health and safety.
2. *Use of Reasonable Force.* An employee may, within the scope of his/her employment, use and apply such amount of force as is lawful, reasonable and necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil; for the purpose of self-defense; and for the protection of persons or property.
3. *Legal Action Against an Employee.* Whenever any legal action is brought against an employee resulting from the performance of duties within the scope of his/her duties, the Board shall provide the employee with defense and indemnification, except any judgment for punitive damage.
4. *Assault of an Employee.*
  - (a) *Legal Assistance.* The Board shall give its cooperation and assistance in any proceedings initiated by an employee arising from an assault upon the employee while acting in the scope of his/her duties.
  - (b) *Leave.* When an employee is injured in the course of his/her duties as the result of proven assault, the employee will be granted a leave for the duration of any such injury and shall receive the difference between any amount received from workman's compensation and the employee's full salary for the duration of the employee's signed contract(s).
5. *Reporting Assaults.* Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal and after consideration if they mutually agree, the superintendent will be advised.

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(Article XII. Health Provision continued)

6. *Bomb Threats.* No employee shall be required to search for a bomb.
7. *First Aid.* The Board shall provide in each building personnel and the equipment to provide first aid treatment for employees.
8. *Safety Equipment.* Safety equipment required by law will be furnished by the school district.

## Article XIII: Formal Employee Evaluation Procedure

### A. *Notification Assigned Employees:*

Within two (2) weeks after the beginning of each school term, the building principal or appropriate supervisor shall hold orientation meetings in order to acquaint each employee under his/her supervision with the evaluation procedures established herein, prevailing standards for evaluation established by the Board, and the instruments to be utilized in the evaluation. At that time each employee will be advised as to the designated supervisor(s) who will observe and evaluate the employee's performance. Such designated supervisor may be changed from time to time by written notice to the effected employee.

The building principals or appropriate supervisors of each building in which an employee works shall be responsible for notification and evaluation of such employees.

### B. *Formal Evaluation Procedures:*

1. *Number of Evaluations.* All new and continuing employees shall be formally evaluated according to the state of Iowa and Griswold Community School District guidelines.
2. *Knowledge of Formal Observations.* All observations as a part of the "formal evaluation procedure" shall be conducted with the full knowledge of the employee and shall take place during the contracted school day.
3. *Method.* The formal evaluation shall be conducted by the employee's supervisor designated to make such an evaluation. It shall be in writing and shall be based upon the prevailing standards for evaluating professional performance as established by the Board and as announced at the orientation meeting referred to in Paragraph A. No formal observations shall unreasonably interfere with the normal teaching-learning process.
4. *Length.* Each formal written evaluation shall be preceded by a classroom observation according to the state of Iowa and Griswold Community School District guidelines.
5. *Conference.* A conference shall be held between the employee and the building principal or immediate supervisor within 10 succeeding school days of completion of the evaluation. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.
6. *Responses.* If the employee feels the formal evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her evaluation file. The file copy of such objections shall be signed by both parties to indicate receipt thereof.

### C. *Intensive Assistance:*

The building principal or appropriate supervisor shall provide the employee with assistance and positive suggestions to improve the employee's quality of teaching by eliminating difficulties noted in a formal evaluation.

Re-evaluation shall be accorded the employee at his/her request in compliance with the procedures in this Article.

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*D. Appeal:*

Any employee who feels that the procedure established herein was not adhered to may submit a dispute through the grievance procedure.

*E. Informal Evaluation:*

Nothing contained herein shall preclude the right of the administration to use other informal methods of evaluation.

## Article XIV. Procedure for Transfers

Teacher requested transfers from building to building are made as follows:

1. *Requesting Transfers.* All requests for transfers for the following year should be in writing in the form of a letter sent to the superintendent or his/her designated representative no later than February 28 of the current school year. This letter should contain specific reasons for requesting the transfer.
2. *Time Limitations.* Request for transfers are kept for only one (1) school year. Renewal must be made each year.
3. The superintendent shall have final decision in all cases of transfer.

## Article XV. In-Service Education Committee

On-going staff development working with data collection, analysis, state and federal mandates will be planned, with input from staff, keeping student/teacher contact time as an important component.

## Article XVI. Wages and Salaries

### A. *Schedule:*

The salary of each employee is covered by the regular salary schedule or the professional salary range, both set forth in Schedule 2.

### B. *Placement on Salary Schedule /Professional Salary Range:*

1. *Adjustment to Salary Schedule.* Each employee with less than nine (9) years of teaching experience shall be placed on his/her proper step as adjusted by the bargaining committees as of the effective date of this agreement. Any new employee hired prior to the end of the first semester of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.
2. *Adjustment to Professional Salary Range.* Each employee with more than eight (8) years of teaching experience, unless otherwise placed on the Salary Schedule by the collective bargaining committees, shall be placed on the Professional Salary Range.
3. *Credit for Experience:* Teaching experience gained in a similar position outside Griswold may be accepted at full value. Management will have the flexibility to hire employees with no previous teaching experience in the appropriate lane of the salary schedule. Management will also have the flexibility to offer a signing bonus to teachers with no previous teaching experience up to a cost of \$5,000.00 which may be distributed over a period of years.

### C. *Advancement on the Salary Schedule:*

1. *Educational Lanes.* Teachers on the regular salary schedule who move to a higher educational lane shall move to the corresponding step. Staff already on the Professional Salary Range shall have his/her basic salary increase by the dollar differential between the appropriate training lanes of the salary schedule. For an employee to advance to a higher lane, graduate hours beyond the Baccalaureate Degree must be in the assigned teaching field of the staff member or lead to an approved Master's Degree and are to be approved by the administration prior to enrollment in said course work.
2. *Evidence of Graduate Credit.* For an employee to advance from one educational lane to another, or to receive the appropriate dollar adjustment, he/she shall file official transcripts or grade reports showing hours with the superintendent no later than September 1st. The salary advancement will only be made in September. Recognition for additional credits will be made the following year.

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*D(I). Wages/Salary Adjustments:*

The process shall consist of the following steps:

1. Negotiate total dollars. (\$73,039)

It is agreed that the salary schedules agreed upon include Phase I and Phase I I monies. In future years if Phase I and/or Phase I I monies are cut or reduced by the state of Iowa the schedules shall be reduced by the same amount.

2. Negotiate insurance (health) contribution of the Board of Education. (\$0)
3. Negotiate fringe benefits. (F.I.C.A., I.P.E.R.S.) (\$9,787)
4. Negotiate regular salary schedule. (\$24,966 BA, Step 0) (\$14,980)
5. Negotiate supplemental schedule. (\$0)
6. Negotiate equal distribution of money in professional salary range. (\$48,236)

*E. Method of Payment:*

1. *Pay Periods.* Each employee on the 25th of each month shall be paid in ten (10) or twelve (12) equal installments as selected at the time the individual contract is executed (employee's choice). Employees shall receive their checks at their regular building and on regular school days.
2. *Holiday Checks.* When a pay date falls on or during a school holiday vacation or weekend, employees shall receive their pay checks on the last previous working day.
3. *Summer Checks.* Summer checks shall be mailed to the address designated by the employee, and shall be mailed by the 25th of the month.

*F. Extended Contract:*

Certified personnel on the extended contract will be paid equivalent to 1/12 of their regular salary for each additional month of extended employment or 1/187 per day if less than a month. This does not include any coaching or extra-curricular assignments covered on Supplemental pay scale.

*G. Substitute Pay for Preparation Period:*

Employees may be used as substitutes during their preparation time and will be reimbursed at the rate of one-eighth of a substitute's daily pay. A period is considered to be from 45 to 60 minutes in length. All other times will be pro-rated.



(Article XVI. Wages and Salaries continued)

*H. Pay for Unused Personal Days:*

Employees will be paid 50% (half the substitute teacher pay) for all unused personal days during the contract year. Payment will be made in June.

## Article XVII. Finality and Effect of Agreement

This agreement constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements are set forth in this Agreement. Both parties, by mutual agreement, may modify and amend said Agreement, but such modification or amendment must be signed by both parties, and if not, the contract, as written, is binding.

This agreement shall be effective from July 1, 2006 to June 30, 2007.

Negotiations are to be reopened if we are notified of a cutback in funds or if additional funds are received from the state.

## Grievance Report

No. \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Name of Aggrieved Person)

Griswold Community School District #4

## Step 1:

- A. Date Violation Occurred \_\_\_\_\_
- B. Section(s) of Contract Believe Violated \_\_\_\_\_
- C. Statement of Grievance \_\_\_\_\_

- D. Relief Sought \_\_\_\_\_

\_\_\_\_\_  
Signature - Aggrieved Person Date

- E. Disposition by Principal \_\_\_\_\_

\_\_\_\_\_  
Signature - Aggrieved Person Date

## Step 2:

\_\_\_\_\_  
Signature of Aggrieved Person Date Received by Superintendent

Disposition \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent Date

## Step 3:

\_\_\_\_\_  
Signature of Aggrieved Person Date Received by Superintendent

Disposition \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent Date\_\_\_\_\_  
Signature of Arbitrator Date

## 2006 2007 Salary Schedule

STEP	BA	BA+12	BA+24	MA	MA+12
Year 0	\$25,585	\$26,185	\$26,785	\$27,385	\$27,985
Year 1	\$26,285	\$26,885	\$27,485	\$28,085	\$28,685
Year 2	\$26,985	\$27,585	\$28,185	\$28,785	\$29,385
Year 3	\$27,685	\$28,285	\$28,885	\$29,485	\$30,085
Year 4	\$28,385	\$28,985	\$29,585	\$30,185	\$30,785
Year 5	\$29,085	\$29,685	\$30,285	\$30,885	\$31,485
Year 6	\$29,785	\$30,385	\$30,985	\$31,585	\$32,185
Year 7	\$30,485	\$31,085	\$31,685	\$32,285	\$32,885

Total Dollars for 2006-07..... \$76,250

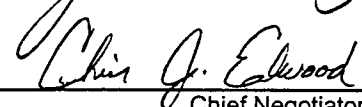
Schedule Costs:	(\$1,319 x 9 )	\$11,871
PSR Amount:	(\$1,319 x 33.88)	\$44,688
IPERS/FICA Estimate:		\$9,164
Insurance - approximate:		\$7,446
Supplemental Pay - approximately:		\$3,081
Life/LTD/ADD		\$0

TOTAL PACKAGE COSTS \$76,250

TOTAL PACKAGE % INCREASE: 3.5%

  
 \_\_\_\_\_  
 Association President


3-3-06  
 Date

  
 \_\_\_\_\_  
 Chief Negotiator / Association

3-3-06  
 Date

  
 \_\_\_\_\_  
 School Board President

3-6-06  
 Date

  
 \_\_\_\_\_  
 Chief Negotiator / School Board

3-6-06  
 Date

## Griswold Community School Supplemental Pay 2006 - 2007

HIGH SCHOOL	Assistants:			
	1-3 yrs	4-5+ yrs	1-3 yrs	4-5+ yrs
Football, Wrestling, Basketball, Volleyball	2,756	2,976	2,095	2,315
Baseball, Softball	2,756	2,976	2,095	2,315
Track	2,205	2,425	1,543	1,764
Golf (B & G)	1,874	2,095		
Cross Country	1,874	2,095	1,100	1,430
H. S. Athletic Director	6,000	6,500		
Band	1,764	1,984		
Summer Band	2,536	2,756		
Cheerleading	882	1,102		
Musical-Voc./Drama Split	2,205	2,480		
Speech	1,213	1,433		
Vocal Music	1,213	1,433		
Yearbook	992	1,102		
Prom Sponsor	937	1,158		
Concessions	2,205	-		
Student Council Sponsor	1,213	-		
Intramurals (Elem. VB, B/BB, G/BB, WR)	441	-		
Weightlifting	\$10 / hour			
Open Gym (Sunday, pm)	\$10 / hour			
Staff Dev./Academic Activities (\$4,000/Yr. Cap	\$21 / hour			
Driver's Education	\$114 per student			
Weight-Lifting Coordinator	\$500 / year			

## MIDDLE SCHOOL:

Football, Volleyball, Basketball, WR, Track	1,102
Cheerleading	551
J.H. Athletic Director	882
6th Grade Sports (FB, VB, B-G BB, WR, TR)	1,060